

~~CONFIDENTIAL~~

OCT 30 1953

MEMORANDUM FOR: Personnel Director

SUBJECT : Routing of Personnel Action Requests Involving  
Administrative Positions

25X9A2

1. The DD/A Career Service Board has identified approximately [REDACTED] positions which are tentatively assumed to be suitable assignments for the types of employees who have the career designation "CD-A." The Board has recommended to the Acting Deputy Director (Administration) that all requests for personnel action which concern these positions be subject to review by the Board. This recommendation was approved.

2. Some of the positions cited above have been identified on a roster in terms of title, grade and organizational component. Others have been identified on other rosters, but only in terms of the names, serials and grades of the employees who are assigned to these positions in each organizational component. These rosters will be made available to you by the Executive Secretary, DD/A Career Service Board.

3. It is requested that you take necessary action to ensure that each request for personnel action which involves one of these positions is submitted to the Executive Secretary, DD/A Career Service Board, after qualifications review has been accomplished within the Placement and Utilization Division.

[REDACTED]

L. K. WHITE  
Acting Deputy Director  
(Administration)

25X1A

DOC 22	REV DATE 23 JUL 1951	BY 029725
ORIG CLASS 5	PAGES 2	REV CLASS C
JUST 22	NEXT REV 2011	AUTH: HR 70-2

40  
80-182C  
89 TR 4  
207687

Approved For Release 2001/09/04 : CIA-RDP80-01826R000900040033-7

25X1A9a

Approved For Release 2001/09/04 : CIA-RDP80-01826R000900040033-7